

DIRECTOR OF PROGRAMS

Req #: 22543
Department: LIFE SCIENCES DISCOVERY FUND
Job Location: Seattle, WA
Posting Date: 06/01/2006
Closing Info: Open Until Filled
Salary: Commensurate with qualifications

The Life Sciences Discovery Fund (LSDF) has an outstanding opportunity for senior staff to help mold and direct the organization from the ground up. The LSDF was created to manage the \$350 million dollar (\$35 million per year) Life Sciences Discovery Fund. The LSDF is a Washington state agency that will function like a foundation. It is governed by an 11 member Board of Trustees.

The Director of Programs will oversee the creation, implementation and operations of a variety of programs offered through the LSDF whose areas of program focus are research, health care and commercialization. Acting as second in command of LSDF operations, the Director of Programs will interact with a variety of organizations and people including, but not limited to: researchers, biotechnology companies, trade associations, research institutions, legislators, venture capital funds, and members of the media and the general public.

Responsibilities Include:

Strategic Development: Working closely with the Executive Director and Board of Trustees, the Director of Programs designs LSDF programmatic direction and goals, develops operational strategies and grants programs that will meet LSDF's objectives, makes recommendations on areas of interest, and assesses progress toward key goals.

Grant Making Program Design, Implementation and Administration: Designing, implementing and overseeing all LSDF programs, ensuring that programs support the strategic directions laid out by the Board of Trustees; managing special grant making and program initiatives; recruiting high-level science, industry, health care and policy experts to advise LSDF; assessing grant documents to identify potential issues, ensuring all grantees meet appropriate legal standards and that documentation is complete before grant approval; working with potential grantees to define key outcomes and develop projects for funding; preparing reports for the Board; and evaluating and analyzing the success of individual grants as well as the collective impact of grants in accordance with grant making priorities and evaluation process.

Outreach and Development: Representing LSDF in local and national venues as appropriate; identifying local organizations that meet LSDF's interests or that meet the grant making criteria of individual programs; building relationships and educating audiences on opportunities available through LSDF; responding to internal and external inquiries about the work of LSDF; and representing the LSDF at conferences, workshops, community meetings and events.

LSDF Operations: Collaborating with other team members to manage internal grant processes, award implementation, and grant budget planning and reporting; managing program staff as they implement and manage LSDF programs.

Requirements:

Graduate degree in an area of science or technology, and eight years direct experience in one or more of the following focus areas: life sciences research, commercialization of research discoveries, or improvement of health care delivery; or an equivalent combination of education or experience.

The strongest applicants will have a background that demonstrates:

- knowledge of scientific research and technology development;
- knowledge of state or regional economic development programs;
- skill in grant making and knowledge of the laws and regulations governing it; and
- skill in management, including personnel supervision and strategic planning.

Condition of Employment:

LSDF has a small, collegial staff. The LSDF office will be located in Seattle. A flexible schedule and travel will be required to meet with potential grant recipients, industry partners and other interested parties.

LSDF staff members are employees of the University of Washington through an administrative services agreement. LSDF exists based on continued funding from the Washington State legislature.

LSDF staff enjoy outstanding benefits and professional growth opportunities. For detailed information on Benefits for this position, click here <http://www.washington.edu/admin/hr/benefits/>

Additionally, the Seattle area offers a living and working environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

LSDF is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or dso@u.washington.edu.

How to Apply:

To be considered for a position, please send an e-mail to lsdf@u.washington.edu. In the subject line of your email, please put "LSDF DP and your last name". Please attach (in Microsoft Word format) a cover letter (explaining why you think your skills

will enable you to contribute to the LSDF) and your résumé. You will receive an acknowledgement upon receipt of your e-mail. We will only contact applicants selected for further consideration.